



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 44 -22

Posting Period: Open Until Filled

Title: Clerical (TES Hourly)

Salary: \$16/hour

Number of Vacancies: 3

Workweek: 35 Hours

Work Location: 350 Province Line Rd
Wrightstown, NJ 08562

Scope of Eligibility: Applicants will be accepted from all Outside Applicants who meet the requirements listed below. Selection will be made from among the best qualified.

Job Description: Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

Per Executive Order 253, all State employees were required to be vaccinated by October 18, 2021 or undergo frequent testing. Please do not submit your vaccine card at this time.

Civil Service Commission Requirements

MUST BE 18 YEARS OF AGE OR OLDER TO APPLY (Proof Required).

License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.